

Grant Manager's Role

Joanne Peerman



Grant Manager's Key Responsibilities:

Project Completed
On Time
Within Budget
Meeting Benefits





Session Objectives

- Project Management
- Reporting
- Fair Housing
- Real and Personal Property Management
- Contract Amendments
- Compliance Reviews
- CAMS
- Miscellaneous Tips

Project Management

- Grant Management Manual
- DHCD Personnel
- DHCD Training
- Project Management Team
- Project ManagementPlan



Reporting

- Monthly Progress
- Annual (HUD 2516, Benefits, Inactive Program Income, Section 3)
- Beneficiary Tracking
- Closeout



Fair Housing



Complaint and Appeals



Complaint and Appeals



Real and Personal Property Management



Contract Amendments

- Time Extension
- Change of Scope
- Others?



Compliance Reviews

- Announcement Letter
- Interim Compliance Review
- Final Compliance Review
- Exit Conference
- Formal Letter of Finding
 - Finding
 - Concern
 - Recommendation
 - **Grantee Response



Moore Manufacturing Group 575 Parkland Avenue Lake Forest, IL 6051

August 28, 2009

Ms. Janice Lee

Universal Parts, Inc 101 Corporate Driv

Dear Ms. Le

Productivity and cost savings are even more critical today than ever before. But you can't afforc to give up customer service for reduced costs. You deserve impeccable service from a supplier who also keeps costs among the lowest in the industry.

Based on the research I have done on Universal Parts, it appears that switching to Moore Manufacturing could save you as much as 12% on your annual purchases. In addition, you would have a dedicated customer service expert available to you 24/7 for any questions or issues you may have.

I'd like the opportunity to meet with you and learn more about your priorities and business challenges. I will call you on Tuesday to set up a time that is convenient for you.

In the meantime, you might find it interesting to review the attached audit that was conducted on your current offering. It reflects where you can potentially realize savings.

Sincere

Rochel Gossman

Rachel Grossmar Account Manage

Attachmen



CAMS

- Prior Authorization Request
- Budget Revision Letter and Worksheet
- Request for Contract Amendment
- Additional Remittance Support
- Monthly Reports, MTM Agenda/Minutes
- Progress Photos, News Articles
- Other?

TIPS

- Conflict of Interest
- Project Sign
- Recordkeeping
- Communication









